

QUALEX-LANDMARK™

MARKETING AND SALES COORDINATOR

Our client, Qualex-Landmark™, has been building communities renowned for their quality, innovation and thoughtful-design since 2002. The Qualex-Landmark Group was established in Vancouver by two industry veterans, Mohammed Esfahani and Reza Navabi, and has been clearly guided by the vision, professionalism and unwavering integrity of these two founders since that time. Working collaboratively with their construction and design partners, the Qualex-Landmark™ team has built a diverse range of award-winning, highly-successful mid- and high-rise residential developments throughout Metro Vancouver and in Alberta. The company is preparing for a new era of growth and is selectively adding key members to their Vancouver-based team. This is a rare opportunity to join one of Vancouver's leading and most respected development teams and contribute to their next generation of landmark projects.

The Opportunity

Qualex-Landmark currently seeks a Marketing and Sales Coordinator (Coordinator) to work directly with their Vice President of Marketing and Vice President of Sales. This dynamic and diverse role is ideal for an enthusiastic individual in the early stages of his/her career who is looking for challenging work and professional growth. The Coordinator will contribute to projects throughout the entire development life-cycle, initially researching market demand, competitor activity and buyer preferences during the planning phase of new projects. He/she will play a meaningful role in the envisioning process, encouraged to share ideas and insight. The Coordinator will liaise and build effective relationships with creative partners, consultants and vendors and help to manage the creation of innovative and clear project and corporate marketing collateral. He/she will be responsible for reviewing all materials – including floor plans – for consistency and accuracy. The Coordinator will manage the Request for Proposal process, prepare and coordinate the publication of internal and public online documents, maintain an active presence on social media platforms, and regularly update corporate and project websites. He/she will play a key role in coordinating public events including public relations related events, VIP Events and Launch Parties. He/she may also be asked to support other team members with public consultations and town-hall style meetings. The Coordinator will create and manage project- and sales-related databases and will edit all sales and marketing documentation to ensure proper grammar, spelling and content. He/she will regularly travel to sales centres and will assist with the build-out, set-up, accessorization and ongoing management of these locations. In every action and interaction, the Coordinator will be a sincere and professional representative of the Qualex-Landmark™ brand as well as an enthusiastic team-member who proactively seeks to help colleagues however possible.

The Candidate

If this role is for you, you are positive, pragmatic, energetic, out-going, self-motivated, creative and highly organized individual. You have a proven ability to prioritize conflicting tasks and to manage multiple projects simultaneously. You have an eye for detail and take pride in ensuring that your work is thorough and accurate. You are a true “people-person” who seeks to create and maintain positive relationships with all members of your community. You welcome new experiences and consider yourself to be flexible and adaptable. You are sincerely interested in real estate and aligned with Qualex-Landmark™'s values and commitment to creating outstanding communities. You have an innate ability to understand the qualities and features of projects and to communicate this information in a thoughtful and compelling way. In addition to these great attributes, you have:

- a minimum of two years' experience working in marketing, sales, public relations, communications or in an Executive Assistant capacity, ideally within the Real Estate Development industry
- ideally, post-secondary education in Public Relations, Marketing, Communications, Business, or English;
- a proven ability to research, analyze, organize and present data in a compelling and timely manner;
- experience managing a variety of social media platforms and websites; and
- a working knowledge of the Adobe Suite, MS Office and Wordpress.

To Apply

Individuals meeting the criteria above are encouraged to submit their resume, with cover letter to Kristina Morse via email (klm@resolvsearch.com). While we thank all candidates for their interest, only select individuals will be contacted for follow-up.